

Message Text

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PAGE 01 MANILA 11989 280200Z

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USADB

TREASURY FOR ZINMAN

E.O. 11652: ADS, DECLAS 12/31/75

TAGS: EAID, EFIN

SUBJECT: REVIEW OF STAFF TRAVEL PROVISIONS

SUMMARY: IN VIEW SUBSTANTIAL COST INCREASES AFFECTING ADB
OFFICIAL TRAVEL, BANK MANAGEMENT PROPOSES TO RECOMMEND
CHANGES IN PER DIEM
AND OTHER TRAVEL ALLOWANCES EFFECTIVE OCTOBER 1, 1975.
END SUMMARY.

1. ADB DOC. R84-75 AND CORRIGENDUM 1 ON ABOVE SUBJECT
POUCHED AUGUST 27. BOARD OF DIRECTORS SCHEDULED TO CONSIDER
SEPTEMBER 16.

2. ON OCCASION LAST REVIEW BANK'S PER DIEM AND OTHER
TRAVEL ALLOWANCES IN 1973 (DOC. R 70-73), NO CHANGES WERE
MADE IN PER DIEM RATES PREVIOUSLY INCREASED IN SEPTEMBER 1971.
HOWEVER, HIGH COST CITY ALLOWANCE WAS RAISED FROM \$3
TO \$6 AND OTHER SMALL CHANGES WERE MADE. IN VIEW (A)
GENERAL COST ESCALATIONS SINCE 1973 AFFECTING HOTEL
ACCOMMODATIONS COST, SUBSISTENCE AND TRANSPORTATION
EXPENSES AND (B) INCREASING STAFF COMMENTS RE INADE-
QUACY OF PRESENT ALLOWANCES IN MANY AREAS OF WORLD,
BANK HAS REVIEWED SYSTEM AND RATES OF
TRAVEL ALLOWANCES. AFTER CONSIDERING VARIOUS ALTER-
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PAGE 02 MANILA 11989 280200Z

NATIVE SYSTEMS, BANK HAS CONCLUDED PRESENT SYSTEM

SHOULD BE RETAINED.

3. FOLLOWING ARE RECOMMENDED CHANGES IN RATES OF TRAVEL ALLOWANCES TO BE IMPLEMENTED EFFECTIVE OCTOBER 1, 1975;

(A) BUSINESS TRAVEL:

(I) INCREASE FIXED PER DIEM FROM \$30 FOR PRINCIPAL OFFICERS AND HEADS OF MISSION AND \$25 FOR STAFF TO \$40 AND \$35 RESPECTIVELY;

(II) INCREASE SUBSISTENCE ALLOWANCE FROM \$18 PER DAY FOR PRINCIPAL OFFICERS AND HEADS OF MISSIONS AND \$15 FOR STAFF TO \$23 AND 20 RESPECTIVELY, WHERE ACTUAL HOTEL COST PLUS SUBSISTENCE IS CLAIMED; BUT NO CHANGE IN HIGH COST CITY ALLOWANCE;

(III) INCREASE DAILY ALLOWANCE FROM \$15 TO \$20 FOR PRINCIPAL OFFICERS AND MISSIONS HEADS AND FROM \$12.50 TO \$17.50 FOR OTHER STAFF IN CASES WHERE ACCOMMODATION AND MEALS ARE PROVIDED BY AIRLINES, GOVT OR OTHER AUTHORITIES;

(IV) INCREASE IN-AND-OUT ALLOWANCE FROM \$4 AND \$6 (IN SPECIFIED CITIES) TO \$5 AND \$8. HOWEVER, WHERE IN SPECIAL CIRCUMSTANCES EXPENSES INCURRED SUBSTANTIALLY EXCEED THESE AMOUNTS, SUCH EXPENSES MAY BE REIMBURSED.

(B) APPOINTMENT, TERMINATION AND HOME LEAVE TRAVEL:

(I) INCREASE FIXED PER DIEM FOR \$30 TO \$40 FOR PRINCIPAL OFFICERS AND HEADS OF MISSION, \$25 TO \$35 FOR PROFESSIONAL STAFF AND \$20 TO \$30 FOR SUPPORTING STAFF;

(II) INCREASE GRADUATED RATES OF PER DIEM FOR DEPENDENTS ACCOMPANYING PERSONNEL FROM 50 PERCENT FOR DEPENDENTS FOUR YEARS OF AGE AND OLDER AND 25 PERCENT FOR THOSE UNDER FOUR YEARS OF AGE TO 75 PERCENT AND 50 PERCENT RESPECTIVELY;

(III) IN CASE OF DEPENDENTS TRAVELING SEPARATELY (EXCEPT ON HOME LEAVE), INCREASE 75 PERCENT NORMALLY ALLOWED TO ONE OF DEPENDENTS (FOUR YEARS OF AGE OR OLDER) TO FULL AMOUNT OF PER DIEM PAYABLE TO STAFF MEMBER.

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PAGE 03 MANILA 11989 280200Z

(C) EDUCATION GRANT TRAVEL:

INCREASE PRESENT PER DIEM RATE FROM \$15 TO 20 PER DAY.

4. ADDITIONAL COST TO BANK OF ABOVE PROPOSALS FOR REMAINING THREE MONTHS OF 1975 EXPECTED TO BE ABOUT \$20,500 OR \$82,000 PER YEAR.

5. USADB REQUESTS GUIDANCE.

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